



JOB DESCRIPTION

Position Title: **Senior Coordinator**

Working Area: **Landfill Operations**

Class Code: 5310

Non-Exempt

EEO Code: 08

Effective Date: August 30, 2002

Major Function

Supervisory work coordinating the operation and work activities of the County Landfill.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Supervises and coordinates work activities of personnel and equipment assigned to the County Landfill.

Initiates and effectively recommends hiring, termination, performance evaluations, disciplinary and/or commendatory actions to the division manager, for final approval by the department director. Trains and provides guidance to assigned personnel.

Assures that daily landfill work activities are accomplished in conformance with state and local guidelines for the operation of a sanitary landfill area, including but not limited to, preventive maintenance on all equipment, equipment clean-up and emergency repairs. Assures the proper maintenance of access roads, erosion control and environmental control measures. Operates equipment as necessary to accomplish daily requirements and/or handle any emergency situations.

Supervises and expedites new construction projects and facility rehabilitation programs.

Establishes and supervises in-house employee training programs for Solid Waste Division personnel.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Thorough knowledge of all types of equipment utilized in solid waste disposal and landfill operations, and the maintenance requirements of equipment. Knowledge of environmental regulations for a sanitary landfill.

Ability to plan, organize and supervise the activities of assigned staff. Ability to establish and maintain effective working relationships with other County Staff and the general public. Ability to prepare comprehensive reports and present ideas clearly and concisely, both orally and in writing. Ability to implement and supervise an employee training program for the operation of Solid Waste Division Equipment.

High School Diploma or GED and three (3) years' experience in solid waste disposal operations, including work with heavy equipment and one (1) year supervisory experience. Prefer completion of Landfill Operators short course certification, or obtain same within one (1) year of employment.

Must possess and maintain a valid Florida Commercial Driver's License. Prefer a Class "A" CDL.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

Incumbents in this position work in an office and outdoors at a landfill. This position is exposed to all types of weather and weather conditions. Incumbents work in areas with a high dust, dirt, and fumes. This position is physically demanding and incumbents may be required to lift heavy objects in the normal performance of job duties. Incumbents in this classification may be exposed to hazardous materials or chemicals stored for disposal at the County Landfill. Incumbents in this classification must follow safety procedures carefully.